

City of Huntsville

HUD MANUFACTURED HOME PERMIT PROCESS

Permits required for a mobile home to be installed within a mobile home park or on private property, including price, are as followed:

Certificate of Compliance	\$25.00 (Effective October 1, 2009)
Connection Permit	No Charge
Electrical Permit	\$15.00
Plumbing Permit (no gas)	\$15.00 or
Plumbing Permit (with gas)	\$17.00
Mechanical Permit	\$20.00

1. The first step is to obtain a connection permit and a certificate of compliance application from the Central Inspection Division, located at the City Service Center, 448 Highway 75 North. The information required to obtain these permits is:
 - a. Manufactured home owner, mailing address, business address, and phone number.
 - b. Name of mobile home park, address of park, lot number, the address of the mobile home within the park.
 - c. Description of the manufactured home including year, manufacturer, model, color, serial number, body width and length, year home purchased, cost, etc.
 - d. Site plan, (a example is included in this packet) showing property lines, setbacks, legal description of property, a copy of the deed, etc.

After these two forms are completed, submit them for approval

2. The second step is to obtain the additional permits (electrical, plumbing and mechanical). The permits must be obtained before any work is started.
 - a. The electrical permit entitles the person obtaining the permit to connect the mobile home to the service pole. Once electrical service is connected to the manufactured home, an electrical inspection is required.
 - b. The plumbing permit entitles the person obtaining the permit to connect the mobile home to the water, sewer and gas line. **A GAS TEST IS REQUIRED.** All water, sewer and gas line shall be connected before the inspector will inspect.
 - c. The mechanical permit entitles the person obtaining the permit to connect the manufactured home to the air conditioning unit. An inspection is required after the connection is made.
3. Plumbing, electrical and air conditioning connections must be permitted and performed by properly licensed persons in each of these trades. If your mobile home is occupied by you and is on private property which is legally recognized as your homestead, you may do your own electrical, plumbing and air conditioning connections without license requirements.

4. Tie down straps will be required on all manufactured homes located within a park or a private lot. Straps must be installed before the final occupancy approval by the inspector.
5. A manufactured home on a private lot has additional requirements but include the same permits necessary for a manufactured home in a mobile home park. (see attached Manufactured Home on a Private Lot for procedures).
6. **HUD MANUFACTURED HOME INSTALLATION:**

Electrical

- a. Electrical service poles must be placed in the location that Entergy or Mid-South Electric designates.
- b. The electrical service feeding the electrical distribution panel in your mobile home must match the rating list on the electrical nameplate attached to your manufactured home. If the nameplate calls for **100 amps**, the wire size must be a **minimum of #4 AWG** with the proper type insulation. If the nameplate calls for **200 amps**, the wire size for the feeders must be **2/0 AWG** with the proper type insulation. There must be a ground wire attached to the frame of the manufactured home to either a galvanized ground rod - 5/8"x8' or copper ground rod - 2"x8' may be used.
- c. All outside air conditioning compressor units shall have a weather proof disconnect installed on the adjacent wall at a height no more than five (5) feet from the finish grade. Air conditioning compressor unit shall be connected in conduit to the electrical service.

Plumbing (Water, Sewer, Gas)

- a. Sewer line must be installed in PVC or ABS, minimum schedule 40. Minimum size is 3". Minimum trench depth is 12".
- b. Water line must be either copper or PVC, minimum schedule 40. Minimum size is 1/2". Minimum trench depth is 12". Water line above ground must be insulated. Anti-siphon device must be installed on all hose bibs.
- c. Gas line must be copper, black steel or galvanized pipe. Copper shall not be installed underground. Minimum copper size is 5/8". For all other sizes, contact the Central Inspection office. Minimum trench depth is 12". Install accessible shut off valve on gas line at mobile home. Must be a ball valve, not wheel type.
- d. Gas test must be conducted by homeowner or contractor by turning off all gas stops at all gas appliances. Install a mercury gauge or air gauge onto gas line. Mercury gauge must hold at least 10" of mercury. The air gauge must hold six (6) lbs. of pressure. **Gas test must remain on line to be witnessed by inspector.** Accessible shut off valve at trailer required.

Mechanical

Mechanical permit is required to make sure all air conditioning connections and duct work are installed properly. This includes all new and reinstalled units.

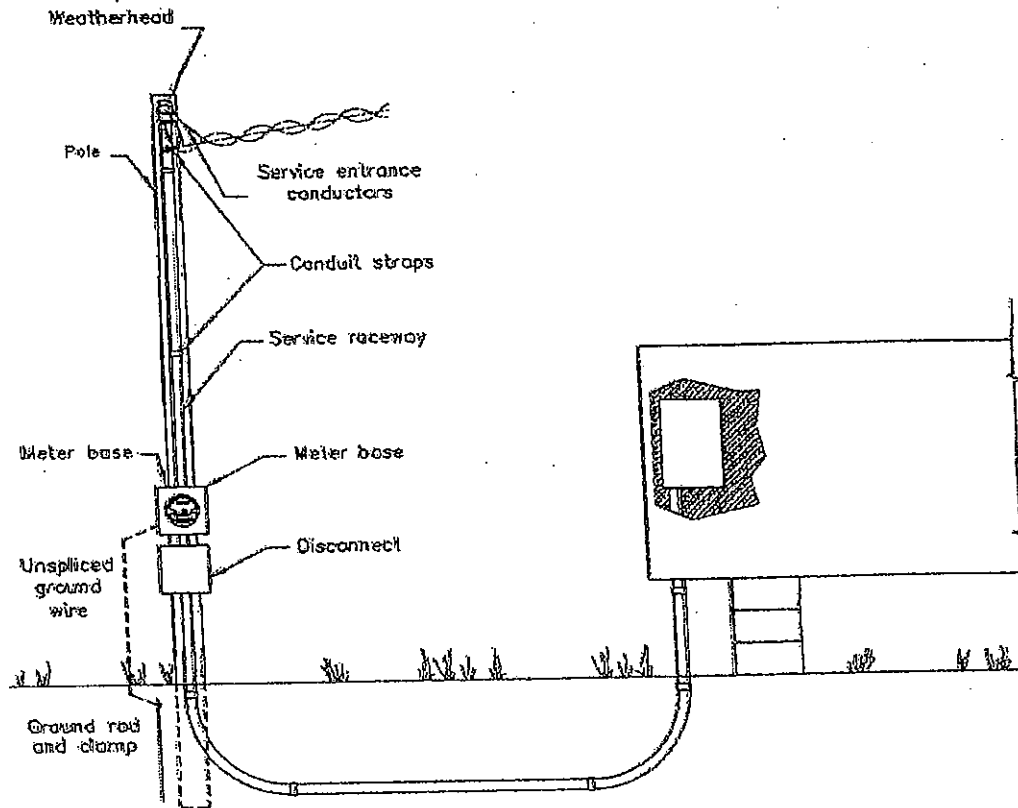
7. Manufactured home must have address permanently affixed per 2000 Fire Code for emergency personnel.
8. **THE CITY OF HUNTSVILLE CAN AUTHORIZE THE ELECTRICAL AND GAS COMPANIES TO CONNECT TO THE MOBILE HOME ONLY AFTER ALL OF THE ABOVE REQUIREMENTS HAVE BEEN SATISFIED.**
9. If you feel you need further information before you start your installation, please call the Central Inspection office at 936-294-5717.

HUD MANUFACTURED HOME ON A PRIVATE LOT

1. Draw a site plan. This drawing should show the dimensions of the following:
 - a. Property lines
 - b. Location of manufactured home from property line (minimum 25' setback from front property line, 10' setback from rear, side and public utility easements.)
 - c. Manufactured home size
 - d. Driveway approach (minimum width 12', maximum width 30')
 - e. Location of two (2) parking stalls (18' x 19')
 - f. Location of well and septic system (if applicable)
 - g. Location of all recorded easements
2. Supply a copy of the deed, giving legal description of property.
3. Follow the manufactured home permit process for installation of utilities.

Manufactured Home Electrical Power

The City of Huntsville minimum electrical service requirements for connection to a Manufactured Home. The following information is from the 2005 National Electrical Code published by NFPA and adopted by the City of Huntsville. Size and installation of the structural support pole, height of service entrance conductors and their method of attachment and height of the meter base **may be dictated by your utility provider**. Please contact your electrical utility service provider at the numbers listed below.



- For the inspections department to release power to your power provider the following items must be complete:
- The electrical connection must be permitted and inspections must be requested at appropriate times.
 - All connections from the service to the home must be complete and ditches left open for inspection.
 - The plumber must have obtained their permit and have approved inspections by the inspections department.
 - The correct address must be posted in compliance with the fire code.
 - The mechanical contractor must have obtained their HVAC permit.

The minimum size service for a residence is 100 ampere. Service connection must be 120/240 volt, single phase, 4 wire (or per manufactures specification).

Main breaker size	100	110	125	150	175	200	NEC **
Phase conductor size	#4	#3	#2	#1	#1/0	#2/0	310.15(b)(6)
Neutral wire size*	#8	#8	#8	#6	#6	#4	250.24(C)(1)
Equipment Ground (Green)	#8	#8	#8	#6	#6	#6	250.122
Ground wire size	#8	#8	#8	#6	#6	#4	250.66
Conduit size	1 1/4"	1 1/4"	1 1/4"	1 1/2"	1 1/2"	2"	344.22

* Must be marked or coating must be white ** Articles and tables are from the 2005 edition of the National Electrical Code

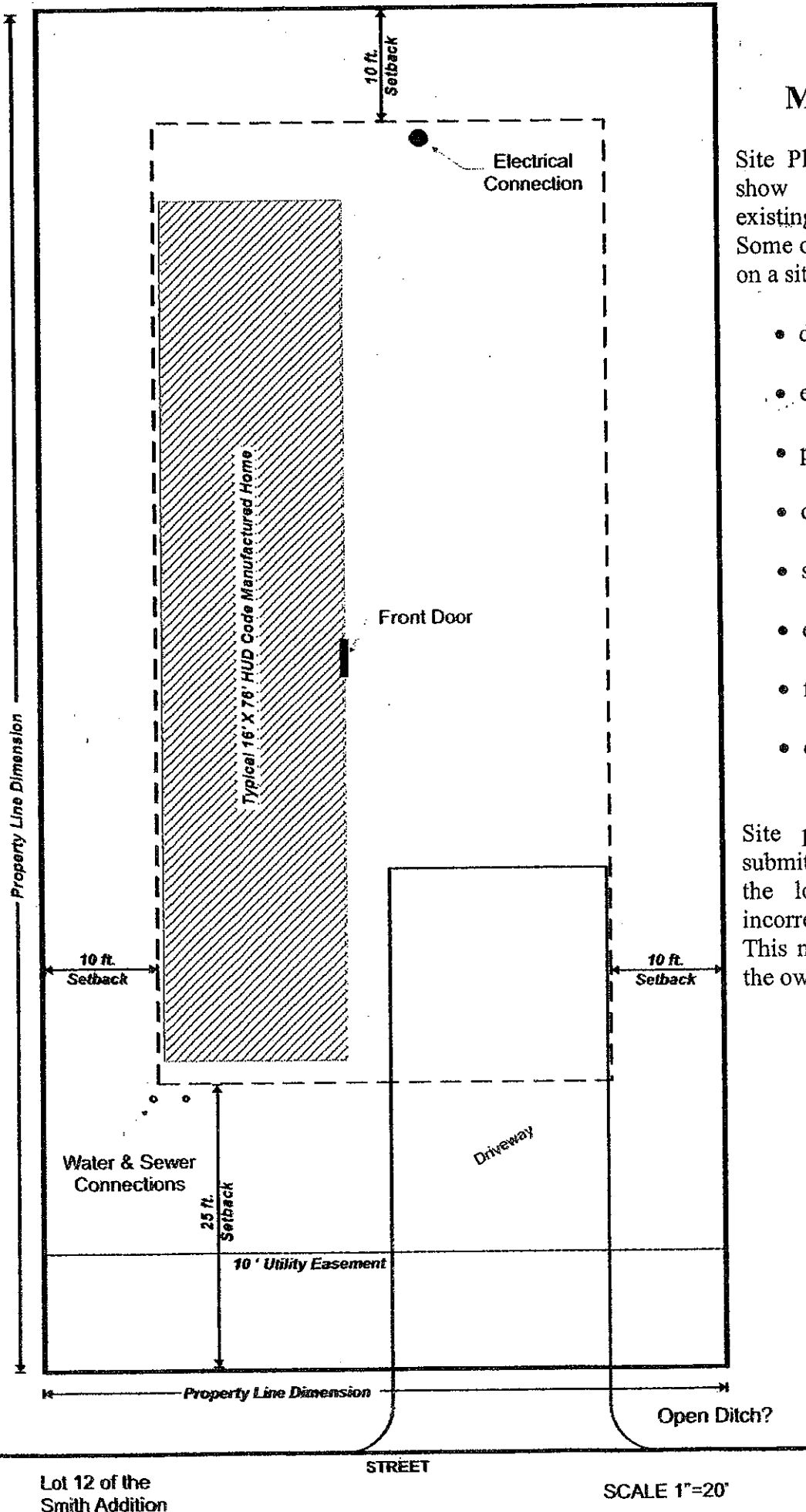
Entergy Texas Inc. 800-368-3749
 Mid-South Synergy 936-525-5100
 Call before you dig – Dig Toss – 800-669-8344
 City of Huntsville Service Center – 936-294-5717

Typical Site Plan **HUD Code** **Manufactured Home**

Site Plans are scaled documents that show the development site and all existing and proposed improvements. Some of the items that may be included on a site plan are:

- dimensions of the lot
- existing structures
- proposed location of home
- distance of home from lot lines
- setbacks as required by codes
- existing or proposed easements
- flood areas and/or elevations
- existing and/or proposed utilities

Site plans and permits should be submitted prior to moving the home on the lot. If the home is placed incorrectly it will need to be re-located. This may result in additional costs for the owner.



CONNECTION PERMIT

Jurisdiction of the City of Huntsville

For Mobile Home Parks Only

Mobile Home Park Name _____

Address of Park _____

Operator/Landlord Name _____

Date Registered in Park _____ Water Bill Paid By _____

For Private Property Only

Land Owner Name and Address _____

Address of Lot _____

Date Moved on Property _____ Water Bill Paid By _____

Mobile Home Owner

Mobile Home Owner's Name _____ Phone # _____

Mobile Home Address _____

Employer/Business Name and Address _____ Phone # _____

Mobile Home Information

Manufacturer _____ Make _____ Year Model _____

Color _____ Serial Number _____

Width _____ Length _____ Year of Purchase _____

New _____ Used _____ Cost _____

Signature of Mobile Home Owner _____

Date _____

Property taxes are the personal obligation of the person who owns or acquires the property of January 1st of the year for which the tax is imposed. A person is not relieved of the obligation because he no longer owns the property. For qualifying exemptions, contact the Walker County Appraisal District. (Property Tax Code, Section 32.07)

For Office Use Only

Date: _____

Electrical Permit # _____

Plumbing Permit # _____

Mechanical Permit # _____

By: _____